

May 2, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF STANDARDIZED CONTRACT MODIFICATION WITH  
COMMUNITY BASED ORGANIZATIONS TO PROVIDE SERVICES TO  
YOUTH UNDER PROBATION SUPERVISION THROUGH THE  
TEMPORARY ASSISTANCE TO NEEDY FAMILIES PROGRAMS**

**(3-VOTE, ALL SUPERVISORIAL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve standardized modification to extend contracts with 73 Community Based Organizations (CBOs) on a month-to-month basis to continue providing services under Temporary Assistance to Needy Families (TANF) programs, for a total estimated amount of \$3.76 million for a maximum twelve (12) month period commencing June 1, 2002; and delegate to the Chief Probation Officer authority to negotiate, finalize, and execute individual contract modifications with the 73 CBOs substantially similar to the attached draft after final approval by County Counsel.
2. Delegate to the Chief Probation Officer authority to execute individual contract modifications not exceeding 25% of the total contract cost and/or 180 days to the period of performance pursuant to the terms contained in the contracts.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:**

The purpose of the recommended actions is to obtain Board approval to extend 73 contracts with various CBOs to continue providing services under the Temporary Assistance to Needy Families (TANF) programs. The California Department of Social Services notified Probation of the continued allocation of TANF funding through FY 2002-2003. Consequently, Probation requires authority to extend the current contracts to continue the programs and expend the additional funds. The contract extensions will be on a month-to-month basis not to exceed 12 months. The month-to-month extensions will allow Probation to continue these services during its budget approval process and to terminate contracts based on funding availability. The modifications will be similar to the draft standardized contract modification attached (Attachment A).

The recommended actions will also delegate authority to the Chief Probation Officer to execute individual contract modifications not exceeding 25% of the total contract cost. This delegated authority is an increase from 15% and is being requested to allow Probation to better manage the contract funding allocations. The names of the CBOs and their proposed contract amounts are listed on Attachment B. These amounts are consistent with their annual allocations during the past three years.

Pursuant to California's Welfare and Institutions Code Section 18222, the TANF programs target youth who are habitual truants, runaways, at risk of being wards of the court under Section 601 or 602, or under juvenile court supervision or supervision of the Probation Department. Services are also provided to parents or others family members of these children to promote increased self-sufficiency, personal responsibility, and family stability for the child.

**Implementation of Strategic Plan Goals**

The recommended Board actions are consistent with the Countywide Strategic Plan Service Excellence Goal #1 and Children and Families' Well-Being Goal #5. Implementation of the recommendations will enable the Department to continue providing services to youth on Probation and their families that will improve their well-being and promote their self-sufficiency.

**FINANCIAL IMPACT/FINANCING:**

The total contracted amount for the 73 contracts will not exceed \$3.76 million for the 12-month extension period. Individual proposed contract amounts are included in Attachment B. These costs are 100% offset by TANF funds allocated by the California Department of Social Services. Adequate funds are provided in the FY 2002-03 Budget for the Probation Department to finance the contracts through May 31, 2003. There is no net County cost for these services. The contract includes provisions for non-appropriation of funds and budget reductions, subject to the availability of State funds.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On May 18, 1999, your Board approved contracts with eighty-six (86) Community Based Organizations (CBOs) for an estimated \$4.2 million for a twelve month period commencing on June 1, 1999, with the option to renew for two (2) additional twelve (12) month periods. Since then, Probation has exercised the renewal options for those CBOs interested in continuing to provide the contracted services. The current contracts for services through the TANF programs will expire on May 31, 2002.

The TANF Program is designed to enhance probation, education, and other service strategies to achieve the following goals: (1) reduce recidivism among first-time offenders ages 15 and younger and released probation camp detainees by focusing intensive multi-disciplinary services on these youth and their families, and (2) increase public safety through positive engagement of students and families with wrap-around services buttressed by a system of graduated sanctions and rewards to support student behavior consistent with the conditions of probation.

The scope of work includes providing a myriad of habilitation services, including but not limited to, family, group and individual counseling, anger management, violence prevention, drug and alcohol education, gang intervention, life skills, sex and health education, social responsibility training, and vocational training. Additionally, some contracts include a youth service specialist to monitor student attendance, personal development, and the socialization process to achieve the project goals.

The current contracts are in compliance with all Board, Chief Administrative Officer, and County Counsel requirements. County Counsel has approved the standardized contract modification as to form.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractors agree to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contracts and during the life of the contracts.

In accordance with the Chief Administrative Office memorandum dated October 6, 1997, the contract contains County requirements regarding the hiring of participants in the GAIN/GROW program.

In accordance with the Auditor-Controller memorandum dated March 2, 2000, the contract contains County requirements regarding contractor non-responsibility and debarment.

These are Non-Prop A contracts. Consequently, there are no departmental employee relations issues and they will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the existing contracts.

Probation will not request the contractors to perform services, which exceed the Board-approved contract amount, scope of work, and/or term.

#### **CONTRACTING PROCESS:**

On December 18, 1998, a joint Request for Qualifications (RFQ), developed by Probation, the Los Angeles County Office of Education and Untied Way, was released. As a result, 146 responses were received and 86 CBOs were selected for qualification based on the criteria outlined in the RFQ. On May 18, 1999, your Board approved contracting with the 86 agencies for a 12-month period with two one-year options to renew. Since the initial contract award, Probation has exercised the renewal options with CBOs interested in continuing to provide the required services. These contracts will expire on May 31, 2002. The proposed contract extensions will be on a month-to-month basis for the period of June 1, 2002 through May 31, 2003.

The Honorable Board of Supervisors  
May 2, 2002  
Page 5

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

The extension of the contracts will ensure that services under the TANF Program are provided without a break in service. The CBOs providing these services shall be compensated for their increased service delivery.

Respectfully submitted,

Richard Shumsky  
Chief Probation Officer

RS:kr  
*L:\TANF\FY02-03\bl02-03\_v3.doc*

Attachments (2)

c: Chief Administrative Officer  
County Counsel